



REPORT OF EMPLOYEE TRAINING

NOTE TO EMPLOYEE: This form should be completed so that an accurate cumulative record of your training may be maintained. This information is requested under the authority of sections 4101-4118, Title 5, United States Code. Your social security number is required to identify your records. Disclosure of this information is voluntary, but if an item is omitted, you may not receive full credit for training which you have completed. If you have any questions on the items below, check with your training coordinator or contact the personnel office. Turn the completed form in to your supervisor.

1. STATION NAME AND LOCATION	2. 4 - DIGIT STATION NO. (If known)(1-4)	3. IS THIS THE FIRST REPORT OF THIS TRAINING (20-21) <input type="checkbox"/> YES <input type="checkbox"/> NO	4. PAID FOR BY (22) <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> EMPLOYEE
5. SOCIAL SECURITY NO. (5-13)	6. EMPLOYEE NAME (Last, first, middle)(Print or type)(14-16)	7. MAIL ROUTING SYMBOL	

Complete item 8 if total training time was less than 8 hours.

☐ NONROUTINE - ENHANCES JOB QUALIFICATIONS

☐ ROUTING - DOES NOT ENHANCE JOB QUALIFICATIONS

Complete items 9 and 10 only if total training time was 8 hours or more.

CHECK	9. PURPOSE OF TRAINING (Check only the ONE box most applicable)
<input type="checkbox"/>	1 MISSION OR PROGRAM CHANGE. To provide knowledge or skills needed as a result of change in agency mission, policy and program.
<input type="checkbox"/>	2 NEW TECHNOLOGY. To provide knowledge or skills required to keep up with employee's occupational field.
<input type="checkbox"/>	3 NEW WORK ASSIGNMENT. To provide knowledge and skills required by assignment to new duties.
<input type="checkbox"/>	4 IMPROVE PRESENT PERFORMANCE. To provide knowledge and skills needed to improve proficiency in present job.
<input type="checkbox"/>	5 MEET FUTURE STAFFING NEEDS. Through a planned development program in an occupational speciality, internship, etc.
<input type="checkbox"/>	6 DEVELOP NEW SKILLS. To meet staffing needs in occupations where the labor market lacks a sufficient number of trained candidates.
<input type="checkbox"/>	7 TRADE OR CRAFT APPRENTICESHIP. To provide a portion of the training required for journeyman status in an apprenticeship program.
<input type="checkbox"/>	8 ORIENTATION. To provide orientation policies, mission and functions of the VA or the Federal Government.
<input type="checkbox"/>	9 ADULT BASIC EDUCATION. To provide basic knowledge and skills needed to function in the world of work.
<input type="checkbox"/>	10 EMPLOYEE FINANCED. (Use only if employee financed training during non-duty hours and no other code is appropriate)

10. SOURCE OF TRAINING (25)

☐ 1 - VA

☐ 2 - INTERAGENCY -(e.g., Courses given by the Office of Personnel Management)

☐ 3 - NON-GOVERNMENT-DESIGNED FOR VA

☐ 4 - NON-GOVERNMENT-STANDARD COURSE BY INSTITUTION, COMPANY, OR UNIVERSITY

☐ 5 - STATE OR LOCAL GOVERNMENT

Complete ALL remaining items regardless of training time.

11. DATE COURSE WAS COMPLETED (Month, day, year) (26-31)	12. NO OF CLASSROOM HOURS OF TRAINING		13. GOVERNMENT COSTS (Do not include your salary. Omit this item if training was employee financed)	
	DURING ON-DUTY TIME (32-45)	DURING OF-DUTY TIME (36-39)	DIRECT (Tuition, books, etc.) (40-43)	INDIRECT (Travel, per diem)(44-47)
14. PROGRAM CATEGORY (48-49)	15. COURSE TITLE (50-74)		16. AGENCY OR INSTITUTION WHERE GIVEN	

17. REMARKS

SIGNATURE OF EMPLOYEE	DATE
SIGNATURE OF SUPERVISOR	DATE

PROGRAM CATEGORY CODES *(Item 14)*

EXECUTIVE AND MANAGEMENT

- 11 Self-Assessment and Planning
- 12 Policy and Legislation Seminar
- 13 Interagency Institute for Federal Health Care Executives
- 14 VA Health Care Administrator's Forum
- 15 VA-Other
- 16 Basic Training in Federal Labor-Management Relations
- 17 Contract Negotiations
- 18 Contract Administration
- 19 Federal Executive Institute
- 1A Executive Seminar Centers
- 1B Interagency - Other
- 1C University - based Mid-Management
- 1D University or College - Other
- 1E The Brookings Institution
- 1F Non-Government except 1C, 1D, and 1E

SUPERVISORY

- 2A Specialized Supervisory Training (In-depth education or training in the subjects below at a more detailed and advanced level. Usually in a course covering only one or two topics.)
- 2B General Supervision (Education or training providing a general overview or introduction to supervisory responsibilities, principles, and techniques, including such topics as personnel policies and practices, EEO, labor-management relations, human behavior and motivation, communication, planning, etc. Usually in a survey course covering several topics.)

LEGAL, MEDICAL, SCIENTIFIC, ENGINEERING

- 33 Legal
- 34 Medical - Physicians
- 35 Medical - Dentists
- 36 Medical - Nurses
- 37 Medical - Social Workers
- 38 Medical - Dietitians
- 39 Medical - Other Professional Allied Health Fields
- 3A Scientific
- 3B Engineering

ADMINISTRATION AND ANALYSIS

- 41 Public or Business Administration
- 42 Personnel
- 43 Training
- 44 Training or New EEO, Federal Women's Program or Spanish Speaking
- 45 EEO Counseling Skills
- 46 Basic Training in Federal Labor Management Relations
- 47 Contract Negotiations
- 48 Contract Administration
- 49 Finance
- 4A Systems Analysis

- 4B Policy, Program, and Management Analysis
- 4C Planning
- 4D Medical Administration Service National Training Program
- 4E Letterwriting
- 4F Other

SPECIALTY AND TECHNICAL

- 50 Police Science
- 56 Supply and Procurement
- 57 Computer Programming
- 58 Medical Support - Nursing Assistant
- 59 Medical Support - Social Work Assistant
- 5A Medical Support - Food Service Worker
- 5B Medical Support - Other
- 5C Adjudication
- 5D Loan Guaranty
- 5E Veterans Benefits Counseling
- 5F CPR Training
- 5G Smoking Cessation Program
- 5H Employee Assistance Program
- 5J Safety and Fire Protection
- 5K Energy Conservation
- 5L Responsiveness Training
- 5M Other

CLERICAL

- 62 Secretarial
- 63 Typing
- 64 Shorthand
- 65 Key Punch Operation
- 66 Computer Operating
- 67 Filing
- 68 Telephone Techniques
- 69 Other

TRADE OR CRAFT

- 70 Electrical
- 71 Medical Equipment Maintenance and Repair
- 72 Non-medical Equipment Maintenance/Repair
- 73 Painting
- 74 Carpentry
- 75 Welding
- 76 Plumbing and Pipefitting
- 77 Boiler or Air Conditioner Operation
- 78 Other

ORIENTATION

- 80 General Orientation to the Government or the VA

ADULT BASIC EDUCATION

- 90 Remedial Reading
- 91 Grammar
- 92 Arithmetic
- 93 Lipreading and Sign Language
- 94 Braille
- 95 Other